

## Request for Records Disposition Authority

Records Schedule Number      DAA-0013-2015-0002  
Schedule Status                Approved

Agency or Establishment      National Mediation Board  
Record Group / Scheduling Group   Records of the National Mediation Board  
Records Schedule applies to    Agency-wide  
Schedule Subject                NATIONAL MEDIATION BOARD  
   PROGRAM AND ADMINISTRATIVE RECORDS

Internal agency concurrences will be provided      No

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	5	4	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0013-2015-0002

Sequence Number	
1	National Mediation Board (NMB) Presidential Emergency Board Reports and Case Files Disposition Authority Number: DAA-0013-2015-0002-0001
2	Board Actions Disposition Authority Number: DAA-0013-2015-0002-0002
3	Mediation Case Files Disposition Authority Number: DAA-0013-2015-0002-0003
4	Representation Case Files Disposition Authority Number: DAA-0013-2015-0002-0004
5	Litigation Case Files
5.1	Significant litigation case files Disposition Authority Number: DAA-0013-2015-0002-0005
5.2	All other litigation case files Disposition Authority Number: DAA-0013-2015-0002-0006
6	Arbitration Files Disposition Authority Number: DAA-0013-2015-0002-0007
7	GRS Related Records Disposition Authority Number: DAA-0013-2015-0002-0008
8	Administrative Program Records Disposition Authority Number: DAA-0013-2015-0002-0009

## Records Schedule Items

Sequence Number								
1	<b>National Mediation Board (NMB) Presidential Emergency Board Reports and Case Files</b>							
	Disposition Authority Number	DAA-0013-2015-0002-0001						
	<b>Official Case Files. Progress and final reports and any other material that documents or provides evidence of the progress and outcome of Presidential Emergency Boards.</b>							
	Final Disposition	Permanent						
	Item Status	Active						
	Is this item media neutral?	Yes						
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes						
	Do any of the records covered by this item exist as structured electronic data?	Yes						
	GRS or Superseded Authority Citation	N 1-13 -11-1/1 N1-13-11-1/2 N1-13-11-1/4						
	<b>Disposition Instruction</b>							
	Cutoff Instruction	Close files when cases are closed.						
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cases are closed.						
	<b>Additional Information</b>							
	What will be the date span of the initial transfer of records to the National Archives?	Unknown With new 15 year retention requirement, date span for initial transfer is July 2010 - July 2025.						
	How frequently will your agency transfer these records to the National Archives?	Unknown Transferable data/documents will be transferred in July of each year.						
	<table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td>2 GB</td> <td>.5 GB</td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	2 GB	.5 GB
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital	2 GB	.5 GB						

Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

**Board Actions**

Disposition Authority Number      DAA-0013-2015-0002-0002

Official published Board Actions including determinations, proffers, correspondence, and other materials dealing with matters of significance and long-term historical importance to the agency.

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

GRS or Superseded Authority Citation      NI-13-05-1/1  
N1-13-05-1/2

**Disposition Instruction**

Cutoff Instruction                      Close files when Board Actions are complete.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after files are closed.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
With new 15 year retention requirement, date span for initial transfer is July 2010 - July 2025.

How frequently will your agency transfer these records to the National Archives?      Unknown  
Transferable data/documents will be transferred in July of each year.

	Estimated Current Volume	Annual Accumulation
--	--------------------------	---------------------

Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

3

**Mediation Case Files**

Disposition Authority Number      DAA-0013-2015-0002-0003

Progress and final reports and any other material that documents or provides evidence of the progress and outcome of mediation cases.

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

GRS or Superseded Authority Citation      NI-13-05-1/4  
N1-13-05-1/5  
N1-13-88-1/12

**Disposition Instruction**

Cutoff Instruction                      Close files when cases are closed.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after files are closed.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
With new 15 year retention requirement, date span for initial transfer is July 2010 - July 2025.

How frequently will your agency transfer these records to the National Archives?      Unknown  
Transferable data/documents will be transferred in July of each year.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

**Representation Case Files**

Disposition Authority Number      DAA-0013-2015-0002-0004

Documents describing the progress and outcome of representation cases.

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

GRS or Superseded Authority Citation      NI-13-05-1/7  
N1-13-05-1/8

**Disposition Instruction**

Cutoff Instruction                      Close files when cases are closed.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after files are closed.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?      Unknown  
With new 15 year retention requirement, date span for initial transfer is July 2010 - July 2025.

How frequently will your agency transfer these records to the National Archives?      Unknown  
Transferable data/documents will be transferred in July of each year.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

5

**Litigation Case Files**

Case files accumulated to document the progress and outcome of litigation cases of the Office of Legal Affairs (OLA).

5.1

**Significant litigation case files**

Disposition Authority Number      DAA-0013-2015-0002-0005

Significant litigation cases selected by the Chief Counsel because the cases established legal precedent; received widespread attention from the news media, Congress, or the White House; or pertained to significant events or prominent individuals.

Final Disposition                      Permanent

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?      Yes

GRS or Superseded Authority Citation      NI-13-05-1/10  
N1-13-05-1/11

**Disposition Instruction**

Cutoff Instruction                      Close files when cases are closed.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 15 year(s) after files are closed.

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown**  
With new 15 year retention requirement, date span for initial transfer is July 2010 - July 2025.

How frequently will your agency transfer these records to the National Archives? **Unknown**  
Transferable data/documents will be transferred in July of each year.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	2 GB	.5 GB
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

5.2

**All other litigation case files**

Disposition Authority Number **DAA-0013-2015-0002-0006**

Case files accumulated to document the progress and outcome of litigation cases of the Office of Legal Affairs (OLA).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **NI-13-05-1/12**

**Disposition Instruction**

Cutoff Instruction **Close active files when cases are closed.**

Retention Period **Destroy 7 year(s) after cases are closed**

**Additional Information**

6

GAO Approval Not Required

**Arbitration Files**

Disposition Authority Number DAA-0013-2015-0002-0007

Case files, correspondence and other records, including party submissions and arbitration awards created by parties or arbitrators who are not employees of the National Mediation Board, or accumulated by parties or arbitrators in the conduct of arbitration activities.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation  
NI-13-05-1/13  
N1-13-05-1/14  
N1-13-05-1/15  
N1-13-05-1/16

**Disposition Instruction**

Cutoff Instruction Close active files when related cases are closed.

Retention Period Destroy 7 year(s) after cases are closed

**Additional Information**

GAO Approval Not Required

7

**GRS Related Records**

Disposition Authority Number DAA-0013-2015-0002-0008

Records closely associated to GRS items such as financial, budget, FOIA, personnel, and other records that are, or closely related to, formally created GRS files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

8

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Fiscal year end.**

Retention Period **Destroy 7 year(s) after filing.**

**Additional Information**

GAO Approval **Not Required**

**Administrative Program Records**

Disposition Authority Number **DAA-0013-2015-0002-0009**

Arbitrator roster files, informal case notes, routine Internal correspondence, authorizations ballots, attests, address lists, and other material of an administrative and temporary nature which are not necessary to document the outcome of mediation or litigation cases overseen by NMB.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation  
**NI-13-05-1/15  
N1-13-11-1/3  
N1-13-05-1/3  
N1-13-05-1/6  
N1-13-05-1/9**

**Disposition Instruction**

Cutoff Instruction **End of Fiscal Year**

Retention Period **Destroy 3 years after filing or earlier if not needed for legal business or operational purpose.**

**Additional Information**

GAO Approval **Not Required**

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
07/10/2015	Certify	LoValerie Mullins	Mediator ADR	NMB - NMB
05/30/2017	Submit for Concurrence	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services
06/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/01/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/11/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist